

## Individual Income Tax Bar Code Requirements for TY05

- ❖ A One-Dimensional Code 39 bar code for Document Identification Code should be printed on the front upper-left portion of the return. Placement of document Identification Code should allow 1/8-inch spacing on all sides surrounding the bar code and placed on the first page of the return. The characters should be placed horizontally. The characters are a combination of both numeric or alpha and numeric characters. The preferred font for document ID Codes is Courier 12 point 10 pitch. See requirements specifications and sample returns located on this web site for details.
- ❖ A PDF 417 Two-Dimensional bar code of taxpayer return information should be printed in the upper-right portion of the return. See individual requirements specifications and sample returns located at this web site for details. See below for general field descriptions.

- Numeric fields –

- Do not include leading zeros (except Social Security Numbers, zip codes, and percentages).
- If negative value, the minus sign “-“ must be present immediately to the left of the number and part of the 9 position field.
- All money fields should be rounded to the nearest whole dollar amount
  - If a money amount ends in 00 to 49 cents, drop the cents.
  - If a money amount ends in 50 to 99, truncate the cents and increment to dollar amount by one.
- Use the same rounding technique for the bar code and the printed form.

- Alpha fields –

- Use uppercase alpha characters only

- Variable fields –

- May use uppercase alpha characters, numbers, and special characters as defined in each field.
- No prefixes allowed in taxpayer or spouse name information such as Dr., Mr., Mrs., etc. Information such as Jr., Sr., II, III, etc. should follow taxpayer last name.
- Deceased information should be noted with “DEC” following the name & initial of the deceased individual.

- Delimit each field with a carriage return.

- Express percentages as 6 positions without the percent sign. Left justify with leading zero(s) or spaces (for percentages less than 100%) and the decimal point in the 4<sup>th</sup> position.

- ♦ Examples:

- 25.32% express as “25.32 or “025.32
- 105% express as “105.00”
- 8.275% express as “8.28” or “008.28”
- 10.24674% express as “10.25”

- ❖ All vendors using One-Dimensional or Two-Dimensional barcode technology on returns must first submit appropriate test documents for approval. Test returns submitted for approval may base their test cases from the PATS testing scenarios or create their own test scenarios based on ADOR criteria. Testing scenarios may be submitted in paper format or PDF format. Tests documents submitted in PDF format for One-Dimensional and Two Dimensional Barcodes approval may be emailed to: [Deborah.Henley@revenue.alabama.gov](mailto:Deborah.Henley@revenue.alabama.gov) . Documents in PDF format being submitted for Forms approval must be emailed to: [jayne.stinson@revenue.alabama.gov](mailto:jayne.stinson@revenue.alabama.gov) and any tests in paper format may be mailed to:

Alabama Department of Revenue  
Individual and Corporate Tax Division  
Attn: Jayne M Stinson  
Gordon Persons Bldg Room #4214  
50 N. Ripley St.  
Montgomery, Alabama 36104

- ❖ Vendors will be notified by email of rejection or acceptance of the 2D barcode tests submitted for approval.

- ❖ For guidance and standards when implementing Two-Dimensional bar code returns, refer to the web sites for the National Association of Computerized Tax Processors <http://www.nactp.org> and the Federation of Tax Administrators <http://www.taxadmin.org>.